

**CALIFORNIA HIGH-SPEED RAIL AUTHORITY  
DUTY STATEMENT**

**PARF #46-9-087**

<b>CLASSIFICATION TITLE</b> Senior Transportation Engineer	<b>OFFICE/BRANCH</b> Program Delivery/Strategic Delivery/Projects Administration/Central Valley-Southern Region	<b>LOCATION</b> Sacramento
<b>WORKING TITLE</b> Contract Manager and Third-Party Engineer	<b>POSITION NUMBER</b> 311-001-3161-001	<b>EFFECTIVE</b> 2-12-19

**GENERAL STATEMENT:**

Under the direction of the Supervising Transportation Engineer, the Senior Transportation Engineer serves as Contract Manager and Third-Party Engineer and is responsible for coordinating utility and local facility relocations impacted by the California High-Speed Rail Authority (Authority) project, as well as management of assigned contracts in accordance with federal and State of California laws and regulations, contract provisions and the Authority's policies and procedures.

The Senior Transportation Engineer ensures the consistent management of assigned contracts and works with Deputy Contract Managers (DCM), contract administrators and support staff.

**Incumbent must possess a valid Certificate of Registration as a Civil Engineer issued by the California State Board of Registration for Professional Engineers and Land Surveyors.**

**TYPICAL DUTIES:**

Percentage      Job Description  
Essential (E)/Marginal (M)

- |         |  |
|---------|--|
| 40% (E) | <ul style="list-style-type: none"><li>• Coordinates with local agencies and private utilities regarding impacts of the Authority's project with their facilities</li><li>• Coordinates with the Authority's Third Party Agreements Section for the prioritization and implementation of agreements necessary for the disposition of impacted facilities.</li><li>• Facilitates timely reviews of invoices for completeness and compliance with Authority's policies and procedures, State Contracting Manual (SCM) and California Government Code (GC) and to avoid penalties under the California Prompt Payment Act.</li><li>• Performs complex, comprehensive and detailed analysis of invoices with the contract management team and approves/disputes invoices.</li></ul> |
| 30% (E) | <ul style="list-style-type: none"><li>• Reviews and provides comments on scope of work for task orders in conjunction with Regional Project Directors (RPD), Regional Delivery Managers (RDM), Project</li></ul>   |

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Managers (PM), Deputy Project Managers (DPM) and Assistant Project Managers (APM).

- Works closely with the PMs, DPMs and APMs to monitor the timely completion of contract and task order scope elements, deliverable requirements and makes recommendation for resolution of contract discrepancies.
- Reviews contract scope and scheduled costs of contracts to manage risks.
- Evaluates the performance of contractors for assigned contracts.
- Verifies contractors have fulfilled all contract requirements, including the receipt of deliverables, prior to approving final invoices by working closely with the PMs and APMs as well as the RPDs.

15% (E)

- Ensures that assigned contracts and agreements are administered and managed in accordance with the applicable policies and procedures of the Authority, the SCM and the California GC.
- Manages and/or monitors contract expenditures and availability of funds to ensure all work is performed within the contracted amount.
- Monitors and manages assigned contracts to ensure all contractual requirements of assigned contracts are met, meeting with Audits and Legal as required.
- Supports the RDM in assessing the need for contract amendments, renewals, or new contracts to meet the business needs of the Region, including development of financial justification documents and business cases for Project Development Committee (PDC)/Business Oversight Committee (BOC) review and approval.

15% (E)

- Performs reviews of contract files to ensure that complete and comprehensive files, including records and logs of communication with contractors, are maintained with the assistance of the Contract Administrative Support Unit (CASU) staff.
- Ensures appropriate file management showing contract adherence to subconsultant and small business requirements, overhead and escalation applications, master resource lists, and overall contract administrative requirements to create auditable documentation of contract history with the assistance of the CASU staff.

### **SUPERVISION EXERCISED OVER OTHERS:**

No direct supervision of Authority staff.

### **KNOWLEDGE AND ABILITIES:**

Knowledge of: Various phases of transportation engineering, including planning processes and methods, systems planning, evaluation of alternatives, and facility locations and design, construction, operation and maintenance; transportation economics and financing; project management concepts; factors which influence the impact of transportation facilities on the environment, the community and the economy; principles and techniques of personnel management and supervision; the Authority's Equal Employment Opportunity (EEO) Program objectives; a supervisor's role in EEO, health and safety and labor relations programs and the processes available to meet their objectives.

Ability to: Plan and direct the work of others; analyze situations accurately and adopt an effective course of action; make effective presentations; prepare correspondence and reports; communicate effectively; effectively contribute to the Department's Equal Employment Opportunity objectives.

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### **DESIRABLE QUALIFICATIONS:**

- Well-rounded knowledge of project development, specifications and general knowledge of design, construction and maintenance techniques.
- Knowledge of state contracting procedures such as professional services, construction or maintenance agreements.
- Excellent communication and negotiating skills, both written and oral, and the ability to work cooperatively with stakeholders, other governmental agencies and individual citizens.
- Strong knowledge and ability to perform office applications, word processing, spreadsheets, presentations, take minutes at meetings and prepare meeting calendars.
- Ability to analyze and develop solutions for difficult and technical problems relating to high-speed rail projects.
- Ability to negotiate, analyze and prepare agreements with the consultants or other public entities.

### **CONSEQUENCE OF ERROR/RESPONSIBILITY FOR DECISIONS:**

Under the general direction of a Functional Manager, incumbent is responsible for the monitoring and oversight of various types of contracts. Failure to use sound engineering judgment and contract management skills may put the project delivery at risk and cause potential delays. Delays could result in increased costs and loss of confidence by the public investors and legislators in the Authority's ability to complete the project as scheduled and budgeted.

### **PUBLIC AND INTERNAL CONTACTS:**

The incumbent will have frequent contacts with others in the Authority, consultants, federal agencies, cities, counties and the general public.

### **PHYSICAL, MENTAL, AND EMOTIONAL ABILITIES:**

Employee may be required to sit for long periods of time using keyboard and video display terminal. May also be required to move large cumbersome plans and diagrams from one location to another. May be required to lift/move various types of portable equipment out in the field or in the office.

### **WORK ENVIRONMENT:**

Employee will work in a climate-controlled office under artificial light. However, due to periodic problems with the heating and air conditioning, the building temperature may fluctuate. Employees may be required to travel outdoors and may be exposed to dirt, noise, uneven surfaces and/or extreme heat or cold. This position requires medical clearance for new to State or returning to State employees prior to being hired. **Frequent travel is required.**

I have read, and understand the duties listed above and can perform them either with or without reasonable accommodation. (If you believe you may require reasonable accommodation, please discuss this with your hiring supervisor. If you are unsure whether you require reasonable accommodation, inform the hiring supervisor who will discuss your concerns with the Reasonable Accommodation Coordinator.)

Name of Employee: \_\_\_\_\_

Signature:	Date:
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I have discussed the duties with and provided a copy of this duty statement to the employee named above.

Name of Supervisor \_\_\_\_\_

Signature:	Date:
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